

# Guidance for Clergy 2025

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## **Foreword**

Your Statement of Particulars, which has been issued refers in many places to this diocesan Guidance for Clergy. If there are additional sections or subjects about which you would value further guidance do please contact The Venerable Steven Betts, Archdeacon of Norfolk ([archdeacon.norfolk@dioceseofnorwich.org](mailto:archdeacon.norfolk@dioceseofnorwich.org)) so that these can be included in future revisions.

The order of sections in this document broadly follows that of the Statement of Particulars.

The regulations relating to Common Tenure are set out in full at: [Terms of Service Regulations](#)

**The material in this document, whilst it may include information on matters that are legally binding on clergy, should be generally understood as guidance and for information. In particular, it should not be construed as forming part of any employment contract or indicative of an employee/employer relationship.**

## Stipend

Clergy stipends are agreed each year by the Bishop's Council of Trustees of the Diocese, taking note of national recommendations. This annual decision is informed by guidelines issued nationally (with regard to the National Minimum Stipend) and also a regional benchmarking exercise, which reflects local costs of living. The Inter Diocesan Finance Forum (on which we have a number of representatives) undertakes a consultative exercise each year across the whole Church of England to try to gain broad agreement as to the overall level of stipend increase.

Individual Statements of Particulars give details of stipend arrangements and further questions about stipend can be addressed to:

- The Senior Finance Officer at Diocesan House who calculates stipends (currently Ben Tooke - [ben.tooke@dioceseofnorwich.org](mailto:ben.tooke@dioceseofnorwich.org))
- The Clergy finance page on the Diocesan website has many useful links: [Clergy finance](#)
- There is a limited amount of information and forms/documentation on the Church of England website at: [Clergy Pay and Expenses](#)

## Fees

On 1 January 2013, major changes to the Ecclesiastical Fees Measure 1986 were introduced by General Synod in The Parochial Fees and Scheduled Matters Amending Order 2012. Documents such as this cannot set out the full details and you should, therefore, consult the Diocesan fees policy to understand the new structure of charging and processing Parochial Fees. It is available at: [Diocesan Fee Procedure](#)

Of most significance, for the purposes of this guide, is that no Parochial Fees are payable to clergy; they belong to the Parochial Church Council and the Diocesan Board of Finance.

Any questions or queries should be addressed to the Senior Finance Officer at Diocesan House (currently Ben Tooke).

# Expenses

*The Parochial Expenses of the Clergy* document gives guidelines to parochial clergy and PCC Treasurers about the reimbursement of expenses. If clergy do not claim all their expenses, or their expenses are not fully reimbursed, they are using their own resources to fund ministry. PCCs should be committed to reimbursing clergy expenses in full as a core expense of the benefice. The document can be downloaded from:

[Parochial Expenses Guide](#)

It is good practice for a benefice to set a budget each year for all benefice income and expenditure. This should include a realistic figure for clergy expenses, which should not be paid as a lump sum (which can give rise to a tax liability), but instead reimburse reasonable expenses against a monthly submitted claim (with vouchers and receipts attached).

There is a difficult area in the treatment of the costs of social events in a benefice, which it is expected the clergy will attend. In such circumstances it is probably not reasonable to expect the clergy to pay for their own attendance at, in effect, what is part of their role and PCCs are asked to be sensitive about such matters.

There is an agreement between the Church Commissioners and Revenue and Customs concerning reimbursed working expenses and how these can be treated in terms of tax. This document (and others) can be found at:

<https://www.churchofengland.org/resources/clergy-resources/national-clergy-hr/clergy-payroll>

# Housing

The Diocesan Property Services Team oversees the maintenance of houses which are occupied by clergy. The care of these houses is, in effect, a shared responsibility between Norwich Diocesan Board of Finance and occupant, with each having particular responsibilities (and rights).

At the point of occupying a clergy house two documents will normally be provided:

**Housing Policy and Guidance Notes** which codifies responsibilities and explains a number of policies and procedures. If you do not have a copy of this document, then you should request one from the Property Services Administrator at Diocesan House. In particular, you should note the requirement to look after the property in which you are living and to return it in an acceptable state.

**Specific documentation** relating to an individual house such as condition, energy supplier and so on.

The Diocesan Board of Finance commits a significant part of its budget to the maintenance of clergy houses each year, believing that a good standard of clergy housing will more adequately support and resource clergy for their ministry. There is a good system for completion of necessary repairs (detailed in the above documents), and contact should first be made with the Property Services Team. Their contact details are on the Diocesan website: [Property Services Team](#).

The central heating system in clergy houses is maintained by the Diocesan Board of Finance and will be serviced annually.

# Ministerial Development Review (MDR) Scheme

Ministerial Development Review (MDR) is available to all licensed clergy in the Diocese of Norwich who hold the Bishop's Licence. While mandatory under Common Tenure, the expectation, however, is that all clergy, including those with freehold, will wish to participate fully in it.

The purpose of MDR is to affirm people in their ministry, to identify successes to be celebrated and areas for further development. It seeks to pick up the main priorities for the year ahead and to identify any training and development needs.

All Reviewees are assigned a Reviewer. The pool of Reviewers includes both lay and ordained people who have been selected for their experience and trained for this role. A Reviewer and Reviewee meet every two years and the same Reviewer is usually kept for six years.

All Reviewees will also have an Episcopal Review with their area Bishop or Archdeacon or The Dean, in the intermediate year, and see both over four years. This meeting involves a deliberately simple preparation, so that there is space for reflection and adjusting priorities and for a wider conversation on your ministry and well-being.

Full details, of the current MDR scheme are at:

[Ministerial Development Review](#)

This includes a wealth of information to explain the purpose in the introduction, there is an aid for reflection, ministries perspectives, and forms for priorities and feedback.

# Continuing Ministerial Education (CMD)

CMD is part of this Diocese's commitment to encourage a culture of life-long learning and ministerial development. It is a service to support all clergy (Stipendiary, NSM, SSM, MSE, OLM, etc.) and Licensed Lay Workers (LLWs) until they retire – with the exception of Curates who have their own training programme.

The national Church recommends that clergy commit at least five days each year to their own ministerial development. CMD seeks to provide help and support in a variety of ways, while encouraging clergy to take advantage of courses, events, and programmes – as well taking advantage of other resources such as Spiritual Direction and Coaching.

In collaboration with our partners in the Eastern Region, we provide courses for the various stages in ministerial life including: the Incumbency Skills course for first-time incumbents, and courses for those taking on new posts through to residential courses for those about to retire. There are also courses related to the challenges and opportunities of specific ministries and roles such as Rural Deans, etc.

The CMD Officer also advises, administers, and holds limited funds for grants towards Sabbaticals and Study Leave (at the discretion of Bishops) and to assist those completing award bearing courses.

A CMD Allowance of up to £450 over three years is available to clergy which can be used for specific training and development events tailored to individual needs. (NB: The Allowance must be applied for beforehand: payments cannot be made retrospectively.)

Details of courses and events are regularly circulated by email, please contact the CMD Officer Keith James (CMD Officer): 01603 882339

[archdeacon.norwich@dioceseofnorwich.org](mailto:archdeacon.norwich@dioceseofnorwich.org)

*Diocesan House, 109 Dereham Road, Easton, Norwich NR9 5ES*

## **Role Description**

The Terms of Service legislation makes provision for a Role Description. This is not a statutory document, but rather a description of the particular features of a benefice or other context to assist clergy when moving to a new post. It could also provide useful material for MDR.

At present Role Descriptions are not in routine use in the Diocese but their implementation is being explored for the future.

## **Professional Conduct of Clergy**

There are guidelines relating to the professional conduct of clergy which provide a helpful steer regarding such things as standards of behaviour, professional boundaries, and ministerial development. For further information please see:

[Guidelines for the Professional Conduct of Clergy \(Church of England\)](#)

## Rest and time off

Under Common Tenure, almost all clergy remain Office Holders rather than employees and so the specific details of hours and days to be worked are not identified. Instead, Common Tenure assumes ministry more as a way of life from which there should be periods for rest and recuperation. There is good and helpful advice in *Tend My Flock* by Kate Litchfield, especially chapter four, entitled 'Living Well in Ministry' (see 'publications' for further details).

However, there is more accountability for the use of time than previously, and the Regulations state a number of expectations and minimum standards. Within the Diocese of Norwich these are being interpreted as follows:

### Weekly rest period

Clergy are entitled to an uninterrupted rest period of 24 hours in each period of seven days. This, however, may not be taken on a Sunday, Good Friday, Easter Day or Christmas Day. In addition, the Bishops of the Diocese encourage clergy to take an additional day (not a Sunday) per month. The intention is that this will allow clergy occasionally to replicate (in time if not the same days of the week) a normal 'weekend.' It is not possible to aggregate these additional monthly days into extra annual leave or to carry them over into a following year. There is always the need, as an office holder rather than employee, to be aware of the needs and events of your parish(es). Please note that this additional day is not a statutory part of the Terms of Service regulations, but rather a Diocesan recommendation to enhance your wellbeing.

### Annual Leave

Clergy (full time) are encouraged to take 36 days annual leave in each leave year, which begins on 1<sup>st</sup> April. For part years, leave is calculated *pro rata*. Part-time office holders should refer to their Statement of Particulars. Days of annual leave may not be taken on more than six Sundays a year, Good Friday, Easter Day or Christmas Day. This equates, in effect, to six full weeks leave.

If more than three consecutive weeks are to be taken, then please do discuss this with the churchwardens and/or ministerial colleagues. The responsibility for arranging cover for holidays rests with the incumbent, but the costs of 'locum duty' (for example retired clergy) should be covered by the PCC. There is no need to seek permission for annual leave, nor to report the days to a central record. However, each individual is strongly advised to keep a record of the days taken (as a protection against any potential complaints) and, naturally, to ensure that colleagues, the Rural Dean and Churchwardens are aware of times of absence.

### **Bank Holidays**

Clergy are entitled to statutory bank holidays in addition to their annual leave entitlement. When it is not possible to take the actual bank holiday off (for example Christmas Day and Good Friday, see your Statement of Particulars) a day in lieu may be taken. It is not possible to aggregate these bank holidays together into an extra week's leave or to carry them over into a following year. In the event of a parish or Diocesan event taking place on a bank holiday, then flexibility should be used such that a day in lieu is taken on a different occasion.

### **Special Leave**

The Bishop may grant an additional period of special leave in particular circumstances, but this is discretionary rather than a statutory entitlement. You should contact the area Bishop in the first instance to discuss your circumstances. Provision for sabbatical leave (see the CMD section) is also covered under 'Special Leave.'

## **Maternity, paternity, parental and adoption leave and time off work to care for dependants**

Common Tenure introduces specific allowances and time off for these special circumstances. Please refer to the following policies for detailed information and guidance (links to documents on Diocese website):

- [Clergy Maternity Leave and Pay Policy](#)
- [Clergy Paternity Leave and Pay Policy](#)
- [Clergy Adoption Leave and Pay Policy](#)
- [Clergy Parental Leave Policy](#)
- [Clergy Shared Parental Leave Policy](#)

These policies and their related forms, together with this Guidance for Clergy, can all be found here: [Guidance and Policies for Clergy](#)

You should consult with your Archdeacon in the first instance to discuss arrangements and so that appropriate care and support can be offered. Forms to be used when requesting family friendly leave need to be submitted promptly to your Archdeacon, and both the HR Manager ([hr@dioceseofnorwich.org](mailto:hr@dioceseofnorwich.org)) and the Senior Finance Officer ([ben.tooke@dioceseofnorwich.org](mailto:ben.tooke@dioceseofnorwich.org)).

If you need advice about these processes or your entitlements please speak to the Claire Stone, the HR Manager.

The contact details for the HR Team at NDBF can be found on the website at: [Human Resources](#)

## **Entitlement to Statutory Maternity, Paternity and Adoption Pay**

Stipendiary office holders are entitled to statutory maternity, paternity and adoption pay in the same way as employees, by virtue of their payment of National Insurance contributions. This applies to office holders on freehold and common tenure.

In addition, subject to eligibility all stipendiary office holders are entitled to:

- 52 weeks of Maternity Leave and Diocesan Occupational Maternity Pay from the day of ordination. This is:
  - 39 weeks paid maternity leave on full stipend, and
  - a further 13 weeks without payment of stipend.
- 2 weeks of Paternity Leave on full stipend which can be taken as two periods of one week or one period of two weeks during the first year following birth.
- 52 weeks of Adoption Leave and Diocesan Occupational Adoption Pay from the day of ordination. This is:
  - 39 weeks paid maternity leave on full stipend, and
  - a further 13 weeks without payment of stipend.

Please note that:

- Pension contributions are not made during any unpaid periods of family leave entitlement.
- The Common Tenure regulations require office holders to use all reasonable endeavours to arrange for the duties of their office to be covered by another person. Your area Bishop or Archdeacon will discuss this with you, and it will, where appropriate, also involve the Churchwardens and the Rural Dean.
- The length of a curacy training post may be extended to take account of the period of leave.
- Self-supporting ministers are entitled to the above-mentioned family leave, but not for any payments.

## **Time off for public duties**

Common Tenure allows for time off for public duties which might include, for example, acting as a school governor, local councillor and so on. Additionally, there are some roles which parochial clergy fulfil in relation to other organisations, or indeed within the Church (such as membership of diocesan working groups or committees) which will necessarily reduce the time available for parochial ministry.

These additional roles beyond the strict confines of the ordinal contribute to the greater good of both society and the Church and often enhance the licensed ministry which a person fulfils. However, the amount of time devoted to other tasks should be proportionate. Permission for each individual element does not necessarily need to be sought although clergy should aim to keep an appropriate balance and may consult their Archdeacon or area Bishop on occasions. This is also likely to be the subject of a conversation within an MDR to look at an individual's whole ministry.

## **Jury Service**

If stipendiary clergy are called for jury service, there are particular rules around 'loss of earnings' which can be claimed from the court and the link with stipend/payroll. You should be in touch with the Diocesan Finance Team to ensure that forms are completed appropriately.

## **Paid Chaplaincies**

Some external duties are remunerated, for example as a part time forces' chaplain. There are two ways in which this may be dealt with, although both will require consultation with your Archdeacon or area Bishop. The first is that the ministry which is exercised can be done so wholly within time allowed for days off and holiday (and some chaplaincies require this contractually). Secondly the ministry can be exercised, with agreement, during usual 'work hours' in which case any income received should be declared to the Diocesan Board of Finance and will be deducted from an individual's stipend. You are strongly advised to take advice at an early stage.

## **Pilgrimages, Spiritual Direction etc.**

Some clergy have a particular ministry in leading Pilgrimages or as Spiritual Directors. The time devoted to such activities can be extensive, but also an important element of ministry both personally and in assisting the spiritual development of others. It may be possible to quantify such activities within either a Statement of Particulars or Role Description and you should consult your Archdeacon or area Bishop in the first instance.

## **Those who do not receive a stipend**

The Terms of Service legislation does not always make a distinction between those receiving a stipend and those exercising ministry on a voluntary basis. Each individual Statement of Particulars will refer to a statutory minimum level of time away from formal duties (one period of 24 hours each week and 36 days each year), but this is an irreducible minimum and takes no account of the realities of voluntary ministry and secular employment.

All licensed parochial clergy who do not receive a stipend should have a working agreement with their incumbent, which should provide a full description of time commitments which have been negotiated locally.

[The SSM Working Agreement](#) template can be used to help draw up this agreement and more information about Self-Supporting Ministers can be found on this page: [Self-Supporting Ministers](#).

# Sickness

## Introduction

It is hoped by everyone that all will be able to maintain a happy and healthy ministry. The reality, however, is that illness, either mild, sudden or serious can strike any of us at any time. It is important that clergy take proper care of themselves and when they are ill, take appropriate time off in order to be able to quickly recuperate.

In order to maintain sickness records for the purposes of Statutory Sick Pay, the Church Commissioners now require us to keep records of all time when clergy are prevented from ministering due to illness.

In addition, Stipendiary Clergy are legally required by reg 27 (1) of the Ecclesiastical Offices (Terms of Service) Regulations 2009 to let the Diocesan Board of Finance know of any periods of one day or longer on which you are unable to carry out your duties because of sickness.

## Notifying Absence

Therefore, if on any day you are unable to perform your duties due to illness, you must notify the Senior Finance Officer who oversees clergy stipends (currently Ben Tooke) by phone (01603 881723 – an answering machine is available) or by e-mail ([sickness.reporting@dioceseofnorwich.org](mailto:sickness.reporting@dioceseofnorwich.org)) on the first day of illness.

You must then notify the same person by a similar route on the first day on which you resume your duties. It is good practice to alert at least one Churchwarden and the Rural Dean too. Except in mild cases of short-term illness, the relevant Bishop or Archdeacon will also normally be notified so that appropriate care and support can be offered.

## **Documentation required for periods of Sickness Absence**

Depending on the amount of time you are absent from your duties, you will be required to complete one of the following:

**Absences of seven or fewer days** – A self-certification form, which will be sent to you by email once you have informed the Finance Team of your return to duty.

**Absences of eight or more continuous days** – You must submit a Statement of Fitness for work certificate (from a doctor) as soon as possible, for the attention of Sue Bunting, the Director of Finance. If you are absent beyond the date of the certificate, then further certificates will be required covering all absences until you resume formal ministry.

When this information is received by the Finance Team at Diocesan House a copy is put on your stipend pay file and the period of absence noted for the purpose of complying with the discretionary sick pay scheme (see below section entitled Sick Pay). The Church Commissioners are then sent a scanned copy of the form as they are responsible for monitoring statutory sick pay.

**Those who are not in receipt of a stipend** are asked to notify their incumbent or Rural Dean immediately that they are not able to undertake their duties due to illness and, if the matter is anything other than a minor short-term illness, the relevant area Bishop or Archdeacon.

## **Pastoral Care during Sickness Absence**

It is crucial that clergy avail themselves of any help and support which is available, for their own wellbeing and that of those close to them. Aside from treatment which might be offered by medical staff, you are also directed towards the 'Sources of Support' section of this guide.

## **Cover arrangements**

In the event of clergy not being able to perform their duties due to illness, the Terms of Service regulations state that clergy 'must use all reasonable endeavours to make arrangements for the duties of the office to be performed by another person during the absence.' However, Churchwardens and Rural Deans can assist with this task and are asked to be particularly sensitive during times of serious or sudden illness. Any payment for clergy to assist (for example retired clergy) during a time of ill health absence is the responsibility of the PCC.

## **Sick pay**

In addition to Statutory Sick Pay, the Diocese of Norwich operates a discretionary sick pay scheme for clergy, where stipendiary clergy (office holders) will continue to receive their full stipend for the first 28 weeks of illness, and then at half stipend for a further period of up to 24 weeks. Such pay is calculated on a rolling twelve-month period, looking back over the past twelve months.

For example, if the individual had the following absences:

1. 1 August 2023 to 21 August 2023 (3 weeks)
2. 8 May 2024 to 21 May 2024 (2 weeks)
3. 11 September 2024 to 24 March 2025 (28 weeks)

The individual would be paid full stipend for periods 1 and 2 as no sickness absence in the previous year prior to this. When looking at period 3, period 1 will be disregarded as it is more than 12 months prior to the commencement of the period. However, period 2 will be considered, which means that the 28-week period of full entitlement will be exhausted two weeks before the end of period 3 and the last two weeks will be on half stipend.

Under the regulations, the Diocesan Bishop (if he has concerns) may ask for a medical report from a doctor or an occupational health assessment.

In the event of serious, long term and ongoing illness, then ill health retirement may need to be considered. You should consult your Archdeacon in the first instance for help, support, and advice.

## **Pension**

Stipendiary clergy are usually enrolled into the Clergy Pension scheme on a non-contributory basis. This is currently a final salary scheme. The contribution rate is 28% of the national minimum stipend, which is paid directly to the Pensions Board by the Norwich Diocesan Board of Finance.

You are strongly advised to study the statements which are regularly sent from the Pensions Board to stipendiary clergy giving details of current service and also a prediction of the level of stipend which might be payable at retirement.

Full details of the Clergy Pension Scheme can be found at:  
[Clergy Pensions](#).

However, you are strongly advised to consider the needs of your dependants and to make other appropriate arrangements. The section of this guide entitled 'Retirement' suggests ways of seeking financial advice which might cover such matters.

Clergy are recommended to take independent financial advice as early as possible in their career, and again if significant changes occur to their personal circumstances or to the Clergy Pension Scheme, so that they are able to plan for retirement.

# The Clergy Discipline Measure

All clergy are subject to the provisions of the Clergy Discipline Measure, for more details please see:

## [Clergy Discipline](#)

Cases under this measure are rare but in the event of any formal proceedings, notification will be accompanied by guidance as to the pastoral care and support which is available. There are very specific provisions around both procedure and documentation and ecclesiastical Legal Aid is available if a case proceeds against a member of the clergy:

## [Ecclesiastical Legal Aid](#)

Further help, support and advice can be obtained initially through the Bishop's Chaplain at Bishop's House. The Diocesan Registrar can also give general advice but not in response to specific complaints or cases (see above for Legal Aid to receive advice from elsewhere, including for example an independent registrar from another Diocese).

There are various books and documents which attempt to codify what is an appropriate behaviour pattern for clergy. These include:

- Guidelines for the Professional Conduct of the Clergy which were updated in 2015 and are available from:

### [Professional Conduct: The Guidelines](#)

- *Tend my Flock (Sustaining Good Pastoral Care)* by Kate Litchfield, published by Canterbury Press. Link to site: [Tend My Flock](#) or the Kindle edition from Amazon: [Kindle version Tend My Flock](#)

- The Ordinal, which can be downloaded from:

<https://www.churchofengland.org/prayer-and-worship/worship-texts-and-resources/common-worship/ministry>

## Capability

Under Common Tenure, clergy can be subject to a Capability Procedure, which is likely to be invoked only very rarely. The procedure can be found here:

[Capability Procedure](#)

## Complaints against the clergy

In the event of a complaint against a member of the clergy there are a number of different routes that may be taken. Those of a serious nature follow a route through the Clergy Discipline Measure; those about safeguarding matters are immediately referred to the Safeguarding Team.

However, other complaints follow a more informal process, with an awareness that beneficed clergy have no line manager and are office holders rather than employees.

The various different routes for complaint are set out on the website, including links to the different policies and procedures:

[Dealing with complaints](#)

Further help, support and advice can be obtained initially through the Bishop's Chaplain at Bishop's House. The Diocesan Registrar can also give general advice but not in response to specific complaints or cases.

In the event of a complaint against a member of the clergy, ecclesiastical legal aid is available for formal CDM complaints at the Tribunal stage. For CDM processes see [Clergy Discipline](#).

Ecclesiastical legal protection information can be found at:

[Ecclesiastical Legal Protection Policy](#)

# Grievance

The Common Tenure standard procedure is at:

[Grievance Procedure](#)

Supporting advice is at:

[Grievance Procedure supporting advice](#)

Further help, support and advice can be obtained initially through the Bishop's Chaplain at Bishop's House, a colleague (such as a Rural Dean) or the Chair of the Diocesan House of Clergy. The Diocesan Registrar can also give general advice but not in response to specific complaints or cases.

# Dignity in Ministry

As the Church, we are called to create a loving community that models Christian values, and in which all can flourish. However, we are all less than perfect. Occasions arise where people, for a variety of reasons and sometimes unknowingly, use behaviour that is unacceptable.

Human frailty may explain bullying and harassment, but it does not excuse it and, therefore, appropriate support will be offered to restore relationships. If unacceptable behaviour is not dealt with effectively the consequences are likely to be:

- low morale and damaged relationships
- loss of respect for those with responsibility for oversight
- poor stewardship of ministry resources
- loss of confidence, ill health, absence and resignations
- reputational damage for individuals, congregations and the wider Church.

Please see the section on Guidance and Policies for Clergy on our website for the full policy: [Dignity in Ministry](#)

# Retirement

The retirement age for clergy, at which the maximum pension will be paid, has changed in recent years and you are advised to consult the Pensions' Board for current details:

At the age of 70 all clergy usually end their licensed ministry in a particular place and are eligible to apply for Permission to Officiate in the Diocese, which is granted by the Diocesan Bishop. 'PTO' enables a ministry to continue without the obligations laid on licensed clergy and is renewable every three years.

Stipendiary clergy will normally be offered a pre-retirement course well in advance of the actual date of retirement (arranged by the CMD Officer) and this course will enable participants both to reflect on the reality of retirement as well as to understand some of the practicalities.

Stipendiary clergy are strongly advised to consider financial preparation for retirement as early as possible, not least in terms of housing need, as the closer to retirement such arrangements are made, the more unaffordable it is likely to prove. Details of assistance with retirement housing can be found at:

## [Clergy Retirement Housing](#)

Although many clergy choose to make their own arrangements which provide much greater flexibility and security.

It is usually beneficial to consult a financial adviser regularly through one's ministry to ensure that the best arrangements are being made. To seek an independent financial adviser, the following website may be helpful: [www.unbiased.co.uk](http://www.unbiased.co.uk)

In addition, Ecclesiastical Insurance advisers provide financial health checks for clergy (as would many independent financial advisers) and you may wish to consult: <https://www.ecclesiastical.com/financial-advice/> although you should consider this reference to Ecclesiastical to be one simply of providing information, rather than any recommendation.

Those clergy who are beginning to approach retirement should normally discuss the timing of an announcement and their final leaving date well in advance with their area Bishop or Archdeacon in order that pastoral care can be provided, and practical arrangements made.

Most Dioceses offer no financial help with removal costs at retirement but clergy retiring from stipendiary ministry within the Diocese of Norwich will normally be offered assistance with their removal expenses (within mainland Britain) as follows:

<b>Amount of continuous service in the Diocese prior to retirement (any previous periods are excluded)</b>	<b>Level of assistance provided</b>
Up to three years	No assistance
Between 3 and 7 years	25% of the lowest quote
Between 7 and 12 years	50% of the lowest quote
Over 12 years	75% of the lowest quote

In cases of hardship, grants may be available from organisations such as the <https://www.clergysupport.org.uk/>

In special cases, additional support may be available.

# Sources of support

There is a variety of sources of support available for clergy depending on the level at which this is needed. It is impossible in a guide such as this to bring all possibilities into one document, but the following might be considered to be a summary:

- Your area Bishop, Archdeacon or Rural Dean
- The Diocesan mediation Service: [Mediation Service](#)
- Colleagues both ordained (for example in your own and neighbouring benefices) and lay (including Churchwardens and ministry team).
- Clergy Cell Group, Prayer Partners/Triplet
- Staff at Diocesan House may be able to assist with practical matters relating to stipends, housing, parish finance, faculties and so on.
- The Diocesan Registrar is able to help with legal matters relating to ministry, property and so on, and is happy to give informal advice and support on other matters.
- The Society of St. Mary and St. Martha, which offers residential resources, support and refreshment for clergy, see: [www.sheldon.uk.com](http://www.sheldon.uk.com)
- Clergy Support Trust – supports clergy and their families with wellbeing services, emergency support, health, financial support: <https://www.clergysupport.org.uk/>
- Many other sources of support including information about charities who make grants to clergy can be found at: [Supporting clergy health and wellbeing](#)

Contact details for Bishops, Archdeacons, the Bishop's Chaplain, Diocesan House staff, and Diocesan Registrar etc, can found on the Diocesan website.

## **Counselling support for ministers and their families**

The Diocese of Norwich has well-established counselling provision for clergy, licensed lay workers and their families. This supplements pastoral care provided by Bishops, Archdeacons and Rural Deans and support from colleagues, spouses, and friends.

Public ministry can be immensely rewarding. However, exposure to the distress of other people's lives, the tensions and conflicts which may arise in parish life and the difficulties of living on the job, all make costly demands on ministers and their families. Knowing there is additional support available can make a big difference. The Diocesan Counsellor provides an accessible, professional and flexible service. It is confidential and there is no charge.

Offering privacy and safety is a priority. All communications are confidential, and no other person has access to their answerphones or e-mail. Counselling sessions last an hour, usually at weekly or fortnightly intervals at first, in order to build up a relationship and maintain continuity. However, length and frequency of meetings are negotiable. Sometimes 2 or 3 sessions may be sufficient, but 6 to 12 sessions are more common, and counselling can also continue for much longer. The initial meeting is an opportunity to explore the issues and to agree together whether counselling would be a helpful way forward.

The Diocesan Counsellor is Ms Jane Keeton who can be contacted via: [jane.keeton@dioceseofnorwich.org](mailto:jane.keeton@dioceseofnorwich.org) or 01603 417402.

# Safeguarding

The Safeguarding of children and vulnerable adults is all our responsibility. Within this we will all:

- Promote a safer environment and culture
- Safely recruit and support all those with any responsibility related to children and vulnerable adults within the Church
- Respond promptly to every safeguarding concern or allegation
- Care pastorally for victims/survivors of abuse and other affected persons
- Care pastorally for those who are the subject of concerns or allegations of abuse and other affected persons
- Respond to those that may pose a present risk to others

To assist developing an increased understanding of safeguarding and creating a healthy culture all clergy are expected to complete the Learning and Development framework (Safeguarding Training). It is the responsibility of each member of clergy and those with a Bishop's licence to complete the training and renew every 3 years.

## **Due Regard**

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016, all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance).<sup>\*</sup> A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical, and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

## **Contact the team**

Diocesan Safeguarding Team

Telephone: 01603 882345

Email: [safeguarding@dioceseofnorwich.org](mailto:safeguarding@dioceseofnorwich.org)

Incumbents and Priests-in-Charge have an additional responsibility as chair of their PCC(s). This is detailed in the diocesan safeguarding documents and includes the need for every PCC to adopt and review the safeguarding policy annually and to appoint a 'Parish Safeguarding Officer' who can enable the parish to follow all House of Bishops guidance.

Information about diocesan safeguarding policies can be found at:  
<https://www.dioceseofnorwich.org/safeguarding/>

As part of Safer Recruitment and people management, DBS (Disclosure and Barring Service) checks must be renewed for all clergy every three years, and this will be initiated by the Bishop's office.

## Communications & IT

The **Diocesan website** ([www.dioceseofnorwich.org](http://www.dioceseofnorwich.org)) contains a vast range of both resources and news which you may find useful and informative.

All Clergy should be subscribed to the **central e-mailing list** to ensure you receive emails and information from the Bishops, Archdeacons, Diocesan Secretary and Diocesan staff. Further details about how to subscribe can be found at:

[Newsletters](#)

## Useful/practical publications

The Canons of the Church of England, which are available at:

[Canons](#)

Parish Resources

[www.parishresources.org.uk](http://www.parishresources.org.uk)

Further suggestions for reference resources would be welcomed, please contact: The Archdeacon of Norfolk at:

[archdeacon.norfolk@dioceseofnorwich.org](mailto:archdeacon.norfolk@dioceseofnorwich.org)

Or Claire Stone, HR Manager of NDBF at:

[Claire.stone@dioceseofnorwich.org](mailto:Claire.stone@dioceseofnorwich.org)